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February 28, 2011

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *J. Fielding*
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AN AGREEMENT WITH PUBLIC HEALTH FOUNDATION ENTERPRISES,
INC. FOR PUBLIC HEALTH – NOVEL INFLUENZA H1N1 PREPAREDNESS**

This is to inform you that I am exercising the delegated authority approved by your Board on July 13, 2010 which permits the Department of Public Health (DPH) to select providers, negotiate, and execute new service agreements related to public health emergency preparedness and response to public health threats and/or emergencies, with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC), subject to review and approval by County Counsel and the Chief Executive Office (CEO), and notification to your Board.

Under this authority, I will execute an agreement with Public Health Foundation Enterprises, Inc. The total cost of this agreement is \$486,539, comprised of \$49,378 for Public Health Emergency Response (PHER) Focus Area 1: H1N1 Mass Vaccination Planning and \$437,161 for PHER Focus Area 3: H1N1 Mass Vaccination Implementation. The specific activities to be performed under this agreement are:

Focus Area 1 – H1N1 Mass Vaccination Planning:

These funds will support the DPH Environmental Health (EH) Division's continuity of operations planning including the identification of essential EH services and gaps related to H1N1 response efforts; an update to the DPH Continuity of Operations Plan; and information technology development support including emergency response related enhancements to the Public Health Directory addressing requirements identified during the 2010 H1N1 response.

Focus Area 3 – H1N1 Mass Vaccination Implementation

These funds will support ongoing efforts to develop partnerships with large countywide provider organizations such as health plans, school districts, the Vaccines for Children (VFC) Program, community coalitions, pharmacy chains, and medical organizations/associations to

ensure these entities understand the importance of using the California Immunization Registry (CAIR) to document and track influenza vaccination and promote the use of CAIR to their providers/schools/members for influenza activities; educate and recruit public and community-based clinics, private VFC providers, hospitals, and alternative vaccination partners; maintain the CAIR Equipment Loan Program including preparing, delivering, installing, and testing CAIR Loan Program Equipment (personal computers, monitors, printers) at participating provider locations; develop targeted training curricula and materials for five Speakers' Bureau presentations; and conduct a series of translation and interpretation trainings for DPH staff currently undertaking such tasks as they relate to flu-related messaging and materials needed to improve DPH's ability to tailor communications to specific constituencies.

This agreement is 100 percent funded by CDC PHER funds Notice of Award Number 1H75TP000350-01 Extension 09-10, Amendment 12, and is effective upon execution by the parties through July 30, 2011.

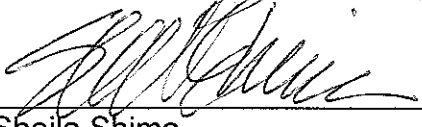
County Counsel has reviewed and approved the agreement as to form. County Counsel and the CEO have reviewed and approved this delegated authority action. Attachment A is the sole source checklist which has been approved and signed by the CEO.

If you have any questions or require additional information, please let me know.

JEF/jr
#1806

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

SOLE SOURCE CHECKLIST
Public Health Foundation Enterprises, Inc.

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
✓	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	<p>Other reason. Please explain:</p> <ol style="list-style-type: none"> 1. Funding expires July 30, 2011; DPH is working under a very tight timeframe to complete goals and objectives outlined in the PHER grant. The bidding process will not allow us to fulfill these tasks given the short timeframe before the grant period ends. 2. Positions proposed in the PHFE contract are difficult to recruit as County employees given the County's current economic status as well as these positions are not currently allocated.
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="width: 35%; text-align: right;"> 2/24/11 Date </div> </div>